

Town of Florence
Rules and Regulations Governing the Care of Woodlawn Cemetery

Adopted April 8, 2013

The rules and regulations which follow apply to all of the sites in the Woodlawn Cemetery, regardless of when they were/are purchased. The purpose of these rules is to enhance the site and make the cemetery a beautiful place for all.

A. Sale and Transfer of Gravesites

1. Purchasers of the lots do not purchase the land, but acquire only the right of burial of the dead.
2. All gravesites sold by the Town of Florence shall be governed by the laws of the State of Wisconsin (Chapter 157) and the rules of the Cemetery as determined by the Town of Florence Board.
3. Cemetery burial plots are laid out into "blocks" and "lots."
4. A "lot" provides space for two full burials.
 - a. Two remains from cremation shall be allowed in one half lot, with one headstone or two flat markers to be placed only in line with other stones.
 - b. One full body and one remains from cremation shall be allowed in one half lot, with one headstone or two flat markers to be placed only in line with other stones.
 - c. Lots may be sold by half lot increments when requested.
 - d. Some of the platted lots are irregular in shape and size. The price of these lots will vary and be at the discretion of the sexton. Determination of how many burials/cremations will fit on the site will be by the sexton.
5. Price of lots. The Town Board shall from time to time by resolution fix a price on all lots to be sold for burials in any town cemetery whenever it is necessary to maintain operating conditions. All cemetery gravesites sold shall include perpetual care. As of 2013, prices are:
 - a. \$300.00 per lot (Town of Florence Residents)
 - b. \$150.00 per half lot (Town of Florence Residents)
 - i. A resident is defined as an individual living in the Town of Florence and holding a state drivers license or state ID with a Town of Florence address.
 - c. \$600.00 per lot (non residents)
 - d. \$300.00 per half lot (non residents)
6. Payments for lots shall be made to the Town of Florence – Woodlawn Cemetery, in care of the Town of Florence Clerk. Paperwork for the purchase of a lot must be completed with the cemetery sexton, and a copy of the completed paperwork and payment (cashier's or money order only) must be submitted to the Town Clerk; 749 Central Avenue; P.O. Box 247; Florence, WI 54121. A receipt of payment (indicating a description of the lot(s) purchased) will be issued to the purchaser once payment is received by the Town Office.
7. No sale or transfer of any gravesite shall be valid without the consent of the involved parties and notification of the sexton, who will make sure to complete the appropriate transfer paperwork/documentation and update records.

8. No lots shall be used for any other purpose other than a place of human burial.

B. Monuments and Markers

1. No overhead vaults will be permitted.
2. Lot owners must consult the sexton in regard to the monuments before installations in regard to size, foundations, and locations.
3. All monuments shall be placed on a cement base to help keep them from sinking into the ground. All family grave monuments shall have a five inch cement border as part of the base.
4. Monuments (headstones) shall be made of granite, marble or bronze; other materials will require special approval by the sexton.
5. Individual monuments may not exceed 18" in height, 10" in depth, and 36" in length.
6. All family grave monuments shall be no higher than 36". Only one monument is allowed for each grave site. If a family monument is placed, individual monuments may also be placed at the discretion of the sexton.
7. All grave monuments (for both full burials and cremains) shall be set at the head or foot of the plot, and must be centered at the end of the burial area away from the central driveway and facing toward said driveway, unless special permission is given by the sexton for placing it otherwise.
8. If it becomes necessary to repair or reconstruct any monument, the Town Board shall give the owner/family written notice. If the owner/family cannot be found, deteriorating monuments (those that are physically crumbling or broken) may be replaced at the discretion of the Town Board.
9. Within one year after burial, a monument identifying the burial should be placed at the gravesite. The Town reserves the right to place a monument after that time and at their discretion.

C. Landscaping and Care

1. No trees, shrubs, and bushes may be planted.
2. The Town Board reserves the right to remove or trim an unsightly or dead trees or shrubs that have been previously planted.
3. Chairs and settees are not permitted in the cemetery.
4. No structures, hedges, fences, railings, embankments, depressions, or other enclosures of any kind are permitted on or around lots.
5. No gravel, stone, shredded bark, or similar materials may be place on gravesites.
6. Mounds prohibited. No person may raise the level of earth over any grave in the Town Cemetery above the general level of the cemetery lot.
7. Flower beds. Individual flower beds or growing plants other than trees or shrubs are permitted, but must be of a reasonable size as determined by the town board or the sexton. In case of doubt, the town board or the sexton of the town should be consulted. Flower beds or growing plants that are not maintained, become unsightly or undesirable, or are not of a reasonable size as determined by the town board or the sexton will be removed by the town board or the sexton.

8. Plant or flower removal. Plants or flowers planted in a town cemetery may not be taken up or removed by any person, nor cuttings removed therefrom, without written consent from the town board or the sexton, except that plants in flower beds and growing plants authorized under subsection 7 may be removed or cut by the person who planted the flower bed or growing plant.
9. The Town Board or their designee shall have the power to suspend work immediately whenever there is a failure to conform to the rules and regulations prescribed. All rubbish, dirt and litter shall be immediately removed and avenues and paths or other surfaces injured by such operations must be promptly restored to the complete satisfaction of the sexton. If cleaning up work is not done immediately by those having the work in charge it will be done by the Town at the expense of such persons.

D. Decorations

1. Artificial ornaments/arrangements shall be attached to or placed as close to the headstone as possible.
2. Old, faded or damaged arrangements shall be removed at the discretion of the sexton.
3. To facilitate cemetery cleanup, all summer decorations must be removed by October 20th of said year and winter decoration by April 1st of said year.
4. The Town has no wish to interfere with the taste of individuals in regard to the style of their improvements, but in justice to the interests of the whole cemetery, they reserve to themselves the right of preventing or removing any structures or enclosures which they shall consider injurious to the immediate locality, or prejudicial to the general good appearance of the grounds, and of preventing any planting which they may deem injudicious, and also of removing and pruning any trees or shrubbery which may obstruct or mar the effect or beauty of the scenery, or may prove otherwise injurious, unsightly or detrimental. The sexton/Town Board shall be the final judges of the necessity of such action in each and every case.
5. Unless vases, flower pots and other seasonal flower receptacles are removed before October 20th and such are subject to breakage and clutter, such articles may be removed and disposed of by the sexton.
6. Unused urns and vases not properly painted or otherwise cared for may be removed from lots without notice and at risk of the owners.
 - a. In this subsection "urn" means a vessel for the display of flowers or plants that is attached to a lot or is of such weight, as determined by the sexton, that it cannot be readily moved from its placement on the lot. "Urn" does not include a vessel containing cremated human remains properly inurned on the lot.
7. Maintenance of flowers, wreaths, and other personal items at burial sites. There shall be no responsibility on the part of the town, its officers, employees, contractors, or agents, including the sexton or other designees of the Town Board, for the protection and maintenance of flowers, wreaths, plants, emblems, urns, family or personal items, memorials, or similar items used or placed at any town cemetery in conjunction with funerals or burials, including disinterment, or memorial events.

E. Liability Limitations

1. No assumption of liability for damages. The Town, and its officers, employees, contractors, and agents, including the sexton and the Town Board, assume no liability for damages to property or person, or for physical or mental suffering arising out of the performance of its normal operations related to the construction, management, operation, maintenance, care and platting of any town cemetery, including the care of the cemetery, any lot, and the graves, or for loss by vandalism, or other acts beyond its reasonable control at a town cemetery.
2. When interments are to be made, parties interested should arrange to meet with and be in attendance with the sexton to give exact locations of graves, as the Town, and its officers, employees, contractors, and agents, including the sexton and the Town Board will not be responsible for errors.

F. Perpetual Care

1. Perpetual care is limited to the maintenance of lawn, leaf disposal, filling sunken graves, raising markers, and caring for avenues, alleys, fences, buildings, and grounds in general. Expenditures of income from the perpetual care fund shall be made at the discretion of the town board or the sexton. Nothing in these rules and regulations shall be construed as obligating the town as to any alleged existing contract as to perpetual care. The town board shall operate and maintain the town cemetery to provide proper and decent care of town cemeteries and the graves, and it may employ a sexton, staff, and any independent contractor necessary to provide such care.

G. Burials

1. All coffins shall be placed in concrete rough boxes.
2. All cremation remains shall be placed in a permanent outer burial container not constructed of wood.
3. Arrangements for any burials within the Woodlawn Cemetery must be made through the sexton. The sexton shall function as an independent contractor with the funeral home or family for this function and be reimbursed by them. As sexton, she will record the burial in the cemetery records.
4. All burials shall be opened and dug at no cost to the Town, but shall be under the direction of the sexton. Families may not dig their own graves.
5. The sexton will mark each burial to be opened. Digging of a full burial and for a cremation will be arranged by/through the funeral home. Should the gravesite be opened the preceding day, the site must be marked for safety.
6. Depth of graves shall conform to State of Wisconsin rules and specifications.
7. Upon completion of the burial, the grave site will be slightly mounded.
8. Post burial restoration is not provided by town (i.e. top soil, seed, mulch, etc).

H. Miscellaneous

1. Persons conveying any cemetery lot in any town cemetery shall comply with s. 157.08, Wis. stats., and these rules and regulations.

2. No person shall open any grave without first consulting the sexton or the Town of Florence Office. A county authorization for disinterment and re-internment shall be required to a specified authorized individual prior to any grave being opened or any reburial occurring. (Wisconsin Statute 69.18(4).
3. No cremains shall be scattered in the Woodlawn Cemetery. All must be buried.
4. The lot owner, and surviving spouse of the lot owner, have the first right to burial or to direct the right of burial.
5. Dogs and other animals. Dogs are permitted in any town cemetery only when confined in a vehicle or if the dog is a service animal accompanying a person with sign-impairment or other disability while in the town cemetery. All other pets or domestic animals are prohibited without written consent of the town board of the sexton.
6. Snow will not be removed from roads and alleys within the cemetery.
7. There are many worthwhile improvements that can be undertaken for the beautification, improvement, care and use of a well managed cemetery. Many of these improvements can quite appropriately go beyond the essentials of normal cemetery financing and therefore provide worthwhile opportunities for tokens of love and recognition for family and friends in the form memorials. These undertakings may include, but are not limited to, landscaping, cemetery enclosures, provision of water to the cemetery, storage facilities and similar things. The Town Board invites and encourages gifts and bequests in the form of Memorials or otherwise to the Town for these purposes as well as for the general maintenance of the property.
8. The Town Board will respect the wishes of the donors of gifts and bequests in regard to the use of the funds as is consistent with its rules and regulations and will place any remainder in the Woodlawn Cemetery Account if directed or otherwise apply it to the general account, in every case to be used for the purpose intended by the donor and for the maintenance and improvement of the cemetery. An appropriate record will be kept of all gifts and bequests and memorials.

Any questions regarding the operation of the cemetery, for arranging burials, or purchasing burial rights may be directed to the Florence Town Clerk or the cemetery sexton.

Sexton Name:

Sexton Contact Number

Town of Florence Office

715-528-3595

P.O. Box 247; 749 Central Avenue

Florence, WI 54121